

**This Quick Reference Guide will take you through the process of registering for an event using the ADE Calendar of Events.**

2. In order to find an event in the COE, you may use the search feature, narrow events that display on the calendar by using the COE filters or go directly to the date of the training date.

**Filter Options**

**Search**

**Calendar of Events**

**Program Areas:** -All- ☐

**Audience:** -All- ☐

**Grades:** None selected ☐

☐ Online Course

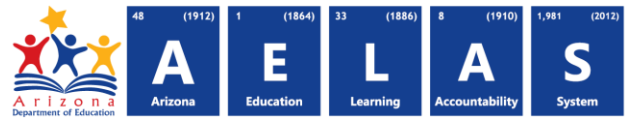
Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
	ND Test Event - Fall		SAD-EVENT TESTING - Section Conference		DAS- Waitlisted - Online QA	
20	21	22	23	24	25	26
SAD-EVENT TESTING Section Meeting	ANA - Wait-Listed Status		SAD-EVENT TESTING - Section Meeting			
27	28	29	30	31	01	02

**Legend:**

- Meeting
- Conference
- Workshop/Training
- Online Course

# ADE Quick Reference Guide EMS



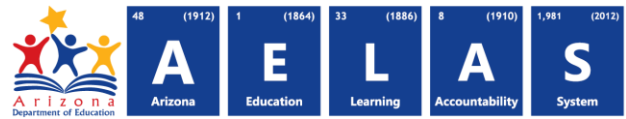
3. Click on the event in order to access the event details.
4. In order to register for an event, click on "Register Now" .

The screenshot shows a web interface for a "Workshop/Training" event. The event title is "How to Apply for the Child and Adult Care Food Program". Below the title are keywords: "food", "program", "adult", "child", and "care". The section name is "August". There is a "Description" section with a scrollable text area containing details about the class and a "View Event Details" link. Below the description are fields for "Program Area", "Subject", "Associated Grade Level", "Event-Section", "Type", "Start Date", "End Date", "Seats Available Status", "Capacity", "Cost/Fees", "Clock Hours", "Location", and "Venue URL". At the bottom, there are buttons for "Add to Cart", "Cancellation Policy", "Contact Details", and "Register Now". The "Register Now" button is highlighted with a yellow border.

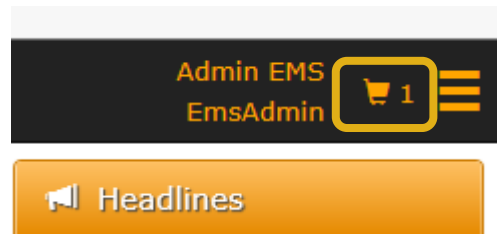
5. You will be asked to verify that you have an ADE Connect. If you have an account, click "Yes" and log in to your ADE Connect. If you do not have an account, click "No" and you will be directed to create an account.

The screenshot shows a dialog box titled "Verify Your ADEConnect ID". It asks the user "Do you have an ADEConnect Account?" with two buttons: "Yes" and "No". Below the buttons is a paragraph of text explaining that if the user does not have an ADEConnect account, they are required to create one to access the Calendar of Events. It also states that once the registration process is completed, the user will need to add the event to their cart again and perform the registration step only once for all future registrations.

# ADE Quick Reference Guide EMS



- Once you are logged in, you can find the event within your shopping cart. Click on your shopping cart to find all events you selected, but have not completed the registration.



- To complete registration for an event, click on "Proceed to Checkout".

Event Management System  
Arizona Department of Education

Registration Confirmation - Please confirm the events that you have selected for registration.

Workshop/Training	Fee
Name: McKinney-Vento 101: The Basics Section Name: Tucson <a href="#">More Details</a>	\$0.00 No Fee

Total Amount Due: \$0.00

[Proceed to Checkout](#)

- Provide any special accommodation information necessary, including dietary restrictions (if applicable to the training).

Event Management System  
Arizona Department of Education

Additional Details Total Amount Due: \$20.00

Do you have any dietary restrictions?

Special Dietary Requests

Enter special dietary needs related to allergies, medical restrictions, religious practices or special diets such as vegetarian or vegan.

Do you need special accommodations?

Special Accommodations

Enter special accommodations needed such as a wheelchair, sign language interpreter, etc...

- Complete billing information. An event may be purchased via check, purchase order or credit card. If purchasing via purchase order or check, please provide the purchase order or check number at time of check out.

Event Management System  
Arizona Department of Education

Billing Information Total Amount Due: \$20.00

Organization Details (If Applicable)

Organization/District Name:  Entity ID:

Enter Billing Organization/District Name  Enter Entity ID

Billing Address

First Name:  Middle Name:  Last Name:

Nicholas  Enter Middle Name  Dean

Address:

3300 N central Ave ste 500

City:  State:  Zip:

Phoenix  AZ  85012

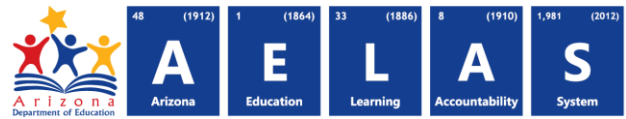
Email:  Phone Number:

nicholas.dean@azed.gov  480-555-5555

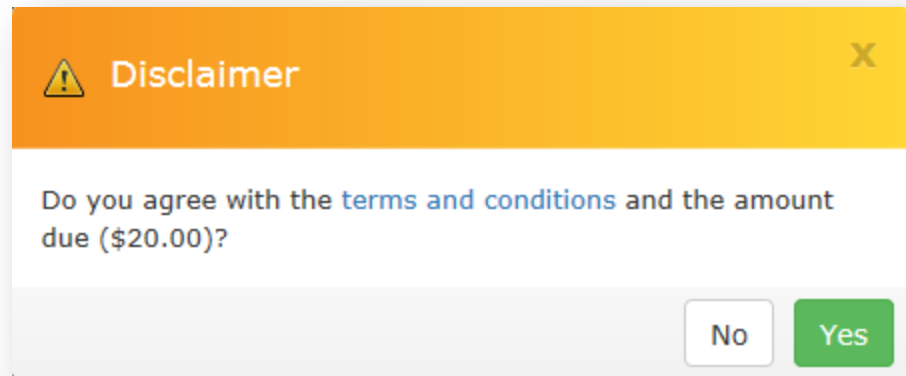
Download W-9 Tax Form: (A W-9 is needed by some organizations to allow payment to ADE.) [Download W-9](#)

Payment Type:  Method of Payment: Credit Card

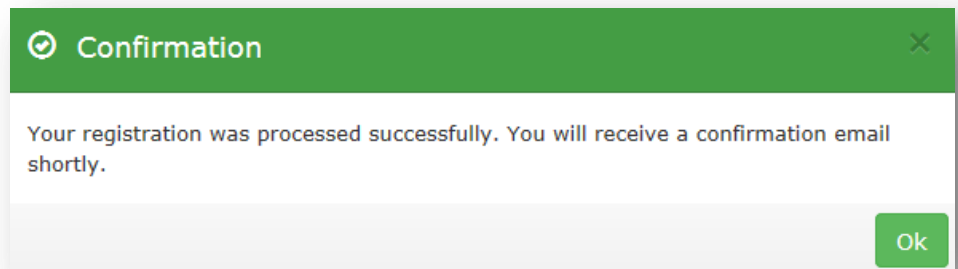
# ADE Quick Reference Guide EMS



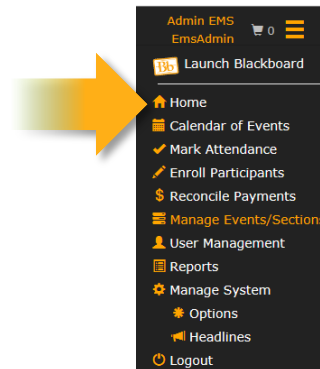
10. Click "Yes" to confirm your payment method.



11. Click "OK" on the verification in order to close the event window.



12. To access your registered events, go to your "Home" screen by clicking the three orange lines in the top right corner of the COE window and clicking "Home".



13. From here, you may review event details and/or cancel your event registration.

